



Public Arts Advisory Board

Minutes

Regular Meeting

July 21, 2016 – 6:00 p.m.

Wylie Municipal Complex

Council Chambers/Conference Room

300 Country Club Road, Bldg. 100

CALL TO ORDER

The Public Arts Advisory Board meeting was called to order at 6:00 p.m. by Chair Lynn Grimes. Board members present included: Lynn Grimes, Nancy Pierce, Michael Schwerin, Brooke Lopez, and Lisa Green. Board members Michelle Pugh and Vice Chair Anita Jones were absent.

Staff present included: Carole Ehrlich, board liaison.

- **Welcome to newly appointed board member Michael Schwerin.**

Board members welcomed new board member Michael Schwerin.

DISCUSSION ITEMS

- **Update and discussion regarding the Semi-Finalists for the 2016 CIP Thoroughfare Public Art Projects and Jury Process. (C. Ehrlich, PAAB Liaison-Board)**

Executive Summary

Board Liaison Ehrlich reminded the board of the August 25, 2016 meeting where the semi-finalists will be presenting art proposals for the CIP Thoroughfare projects. She asked that everyone attend both the presentations and the Public Art Advisory Board meeting that will take place immediately after the Thoroughfare Selection Panel adjourns.

- **Discussion and re-cap regarding the 2016 Bluegrass on Ballard, held July 2, 2016. (C. Ehrlich, PAAB Liaison)**

Executive Summary

Chair Grimes reported the art fund revenue from the Bluegrass on Ballard was just over \$10,000. She thanked those who were in attendance for the event. She mentioned some of the items she would like to see improved

over the next year for the 2017 event. They included:

- Consideration of moving the event to 11:00 a.m. set up and 10:00 p.m. end. She noted this would be more in line with the other activities going on in the downtown area.
- Providing vendor lists to all PAAB members to insure that as the shift changes had the information and everyone was aware of the booth space and vendor names and contact information.
- Setting up all vendor check in and information under the pavilion at one of the large tables. She explained this would keep volunteers and vendors out of the sun. She also noted the lack of signage this year to let vendors know where the sign in area was.
- Providing shifts of 3 hours to allow members not have to work all day in the heat. Each shift will be responsible for visiting the booths and insuring all vendors have what they need. Members will be required to stay until the next shift has arrived and been briefed on any issues.
- If a member is unable to attend, it is their responsibility to find a volunteer to take their place prior to the event and contact information for that volunteer.
- In preparing the roster and booth design, include a list of vendors that must unload on Ballard and those that must unload on Jackson to help the gate keepers to direct vendors to the right location.
- Prior to the event, obtain safety vests and walky talky equipment for those guarding the streets and PAAB members on shift.
- Contact a trades company to purchase and sell children's neon light products during the evening hours of the event to add additional revenue to the art fund.

Grimes stated these items would improve the efficiency of the event. All board members were in favor of the recommendations.

REGULAR AGENDA

1. **Consider and act upon approval of the Public Arts Advisory Board minutes from the June 16, 2016 Regular meeting. (C. Ehrlich, PAAB Liaison)**

Board Action

A motion was made by board member Lopez, seconded by board member Green to approve the June 16, 2016 Public Arts Advisory Board minutes as presented. A vote was taken and the motion passed 5-0 with board members Jones and Pugh absent.

2. **Consider and act upon the appointment of a Chair and Vice Chair for the Public Arts Advisory Board beginning July 2016 and ending June 2017.**

Staff Comments

Board Liaison Ehrlich addressed the board stating that each year at the completion of new board members taking their positions the by-laws call for the appointment of a chair and vice chair to serve a one year term. The current vice chair is Anita Jones. The current chair is Lynn Grimes. Staff requests that a new chair and vice chair be appointed to serve the 2016/2017 term.

Board Action

A motion was made by board member Pierce, seconded by board member Green to appoint Lynn

Grimes as Chair and Brooke Lopez as the Vice Chair of the Public Arts Advisory Board for a period to begin July of 2016 and end June of 2017. A vote was taken and the motion passed 5-0 with board members Jones and Pugh absent.

3. Consider and act upon consideration of scheduling the time and place for Public Arts Advisory Board meetings.

Staff Comments

Board Liaison Ehrlich addressed the board stating that each year members discuss the current scheduling of meetings which are on the third Thursday of the month at 6:00 p.m. If the board pleases, it can adjust the date and time of each meeting. Ehrlich explained there are meetings in the Council Chambers on Tuesdays and periodically on other evenings through the month. The board may leave the date and time as it currently stands or choose another time and/or date to hold the meetings.

Board Action

A motion was made by board member Schwerin, seconded by board member Green to leave the meetings on the third Thursday of each month at 6:00 p.m. A vote was taken and the motion passed 5-0 with board members Jones and Pugh absent.

ADJOURNMENT

With no further business before the board, a motion was made by board member Lopez, seconded by board member Green to adjourn the meeting at 6:48 pm. A vote was taken and the motion passed 5-0 with board members Jones and Pugh absent.


Lynn Grimes, Chair
Carole Ehrlich, Secretary